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MESSAGE FROM THE CANCER DETECTION SECTION

## NOTICE OF PRIVACY PRACTICES

Effective July 1, 2007

### THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

You are receiving this Notice because one of the Cancer Detection Section programs is paying for a medical service for you.  
Receiving this Notice does not mean that you have been diagnosed with cancer.

#### PLEASE REVIEW IT CAREFULLY

The Cancer Detection Section – including Cancer Detection Programs: Every Woman Counts; the Prostate Cancer Treatment Program and the WISEWOMAN program – must keep your health information private. We get information about you when you apply for services, and when doctors, clinics, and others bill us for your care. We also get medical information on your treatment when we approve your care. We must give you this Notice about the law and how we can use and share your health information and what your rights are.

#### HOW WE MAY USE AND SHARE INFORMATION ABOUT YOU

The Cancer Detection Section uses and shares information about you in operating the Cancer Detection Section programs. This information includes such things as your name, address, personal facts, medical history, and medical care given to you.

We use this information and share it with others for the following reasons:

- **For treatment:** Your doctor tells us about the medical care given to you, the results of that medical care, and other medical care you may need. We will share information with doctors, hospitals and others in order to get you the care you need.
- **For payment:** The Cancer Detection Section and others that work with us review, approve, and pay for health care bills sent to us for your medical care. When we do this, we share information with the doctors, clinics, and others who bill us for your care.

- **For health care operations:** The Cancer Detection Section may use your health records to check the quality of health care you receive. We may also use this information in audits or fraud investigations, or for planning and managing the Cancer Detection Section.

## **SOME OTHER WAYS WE MAY SHARE YOUR INFORMATION**

The law also allows the Cancer Detection Section to use or give out information we have about you for the following purposes:

- To call or write you about your benefits under the Cancer Detection Section programs.
- For public health reasons, such as reporting when diseases occur.
- For legal and administrative cases, such as in response to a court order.
- For research studies that meet all privacy law rules, such as research about disease prevention.
- For purposes required by law, such as workers' compensation.
- To agencies that oversee the health care system, for audits or investigations.
- In appeals of decisions about health care claims paid or denied by the Cancer Detection Section.
- To the federal government when it is checking on how we are meeting privacy laws.
- To gather information that can no longer be traced back to you.
- To other government agencies that give public benefits, such as Medi-Cal.

We may give out health information about you to organizations that help us run our program, such as by paying bills. If we do, we will make sure that they protect the privacy of your information we share with them.

Some state laws limit the sharing of information listed above. For example, there are special laws that protect information about HIV/AIDS status, mental health care, developmental disabilities, and drug and alcohol abuse care. We will obey these laws.

## **WHEN WRITTEN PERMISSION IS NEEDED**

Before the Cancer Detection Section will use your personal information for any reason not listed above, we will get written permission from you. If you give us written permission to use or share your information for other reasons, you may take back your permission in writing at any time.

## **WHAT ARE YOUR PRIVACY RIGHTS UNDER THE LAW?**

You have the right to:

- Ask us not to use or share your personal health care information in the ways described above. We may not be able to agree with your request.
- Ask us to contact you only in writing or at a different address, post office box, or telephone number. We will accept reasonable requests when necessary to protect your safety.

- See and get a copy of the information the Cancer Detection Section has about you. You may have someone else see and get a copy of the information the Cancer Detection Section has about you. The Cancer Detection Section has information about your eligibility, your health care bills, and some medical information that we use to approve services for you or manage your health care. You may need to pay a fee for the costs of copying and mailing records. We may keep you from seeing all or parts of your records when the law allows. If we do, we will give you information on how to appeal our decision.
- Change the records if you believe some information we have about you is wrong. We may deny your request if the information is not made or kept by the Cancer Detection Section, or the information is already correct and complete. If your request is denied, you may write a letter disagreeing with our decision, and your letter will be kept with your records.

**\*\*\*\*IMPORTANT\*\*\*\***

THE CANCER DETECTION SECTION DOES NOT HAVE COMPLETE COPIES  
OF YOUR MEDICAL RECORDS.  
IF YOU WANT TO LOOK AT, GET A COPY OF, OR CHANGE  
YOUR MEDICAL RECORDS,  
PLEASE CONTACT YOUR DOCTOR, CLINIC, OR HEALTH CARE PLAN.

- Request a list of the times when we have shared your health information after April 14, 2003. The list will tell you what information we shared, with whom, when, and for what reasons. The list will not have when we gave information to you, or with your permission, or shared it for treatment, payment, or health care operations.
- You have the right to get a paper copy of this Notice of Privacy Practices when you request it. You can also find this Notice on our website at:  
<http://www.dhs.ca.gov/cancerdetection>.

**HOW DO YOU CONTACT US TO USE YOUR RIGHTS OR TO  
COMPLAIN?**

If you want to use any of the privacy rights explained in this Notice, please write or call us at the address or phone number in the box below. We will send you the form you need.

**Privacy Officer**  
CA Department of Public Health  
P.O. Box 997377, MS 4722  
Sacramento, CA 95899-7377  
(916) 255-5259 or (877) 735-2929 TTY/TDD

## **COMPLAINTS**

If you believe that we have not protected your privacy, you may file a complaint by calling or writing the **Privacy Officer**, CA Department of Public Health, at the address and telephone number above. You may also call or write the Secretary of the Department of Health and Human Services, U.S. Office for Civil Rights, 50 United Nations Plaza, Room 322, San Francisco, CA 94102. Telephone: (800) 368-1019. Or you may call the U.S. Office for Civil Rights at 866-OCR-PRIV (866-627-7748) or (866) 788-4989 TTY/TDD.

## **YOUR BENEFITS ARE SAFE**

**The Cancer Detection Section cannot take away your health care benefits or do anything to hurt you in any way if you file a complaint or use any of the privacy rights in this Notice.**

## **DO YOU HAVE ANY QUESTIONS?**

**If you have any questions about this Notice and want more information, please contact the Privacy Officer, Department of Public Health, listed in this notice.**

## **CHANGES TO NOTICE OF PRIVACY PRACTICES**

The Cancer Detection Section must comply with this Notice starting on July 1, 2007. We have the right to change our privacy rules. If we make any changes, we will rewrite this Notice and give it to you right away.

To get a copy of this notice in other languages, Braille, large print, audiocassette or computer disk, please call or write the Privacy Officer at the number or address listed in this Notice.